

Charlottesville Albemarle Airport Commission Meeting Minutes,

Monday, January 13, 2025, at 4:00 p.m. – Staybridge Suites-3060 Laurel Park Ln, Charlottesville, VA 22911

**MINUTES**

**Members Present**: Brian Johnson, John Post, Ben Chambers, Francis Caruccio

**Members Absent:** John Mattern, Roy Van Doorn, Pace Lochte

**Staff Present:** Jason Burch: Chief Executive Officer; Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant; Chris White: Chief Operating Officer

**Others Present:** Chad Ackley: RSH; Craig Sucich: RSH

**Call to Order at 4:04 p.m. by Mr. Burch**

**Consent Agenda:**

1. Minutes –November 21, 2024-discussed – Mr. Post motioned to accept the minutes. Mr. Chambers seconded the motion, and the motion was unanimously approved.
2. Financial Statements –November 30, 2024 (Unaudited) - discussed.
3. Airport Statistics: October and November 2024-discussed.

Mr. Johnson questioned how parking and rental car numbers were doing. Mr. Burch explained that rental cars are up 31% from the prior year and parking is doing well.

**Matters from the Public:** Chad Ackley and Craig Sucich, RSH engineers, introduced themselves and explained their role in working with CHO.

**Awards and Recognition:** Mr. Burch recognized Lorraine Brock, custodian, for 5 years of service. He praised the entire cleaning staff for keeping CHO clean.

**Items:**

1. Annual Appointment of a Chairman and Vice-Chairman:
	1. Mr. Johnson made a motion to nominate Mr. Mattern as Chairman of the Commission, and Mr. Post seconded the motion. The motion was unanimously approved.
	2. Mr. Chambers made a motion to nominate Mr. Johnson as Vice-Chairman of the Commission, and Mr. Post seconded the motion. The motion was unanimously approved.
2. FY24 Annual Comprehensive Financial Report
	1. **Recommendation:** For the Board to Accept the FY24 Annual Comprehensive Financial Report.
	2. Ms. Shifflett reported that this year’s audit contained no findings or recommendations. Most of this audit was done electronically, and this audit was the third year with the new team with Robinson, Farmer Cox. The audit committee recommends continuing with the current audit team for next year’s audit. Mr. Burch praised Ms. Shifflett and her team for their hard work on this audit.
3. 2024 Audit Committee Membership
	1. **Recommendation**: For the Board to appoint the 2025 Audit Committee by approving Resolution No: 2025-1 “Establishing the 2025 Membership of the Audit Committee”
	2. Ms. Shifflett explained that the current Audit Committee has two new members being presented that will replace outgoing members. John Mattern will replace Steven Hiss as a member from the Commission. David Dallas will be retiring. He recommended a replacement, Ken Shevlin, as a member deeply skilled in business and/or business law. Both Mr. Mattern and Mr. Shevlin will be recommended as new members of the Audit Committee.
4. Capital Budget Amendment-ARFF Building Rehab
	1. **Recommendation**: Approval of an Amendment to the Authority’s approved Capital Budget as proposed.
	2. Ms. Shifflett explained that the original budget for this project was $600,000. Bids ranged from $1,180,000 to $1,677,000. Currently, the project is being value-engineered to reduce costs. Mr. White explained that the pandemic increased costs for construction. Mr. Johnson asked if the State is funding 80% of this project. Ms. Shifflett confirmed that the information is correct.

**Informational Items:**

1. CEO and Staff’s Update:
	1. Personnel Update: Mr. Burch explained we have had two snow events thus far and praised the staff for keeping CHO operational and safe. The GOCHO Connection committee organized CHO’s holiday meeting in December. They are working to do more activities and events to increase employee morale. Staff is in the process of hiring two employees, a public safety officer, and a custodian.
	2. General Airport Operations: Mr. Burch explained that during Thanksgiving there was a miscommunication between Signature and the airlines that caused a fuel outage. CHO experienced some flight delays due to this issue. Staff is working with Signature to try and avoid this from happening in the future.
	3. Construction and Capital Projects Update:
		1. Terminal Area Redevelopment- Mr. Burch shared that planning is continuing and the ALP update is in process. The project is in the very early planning phase.

Mr. White discussed the following:

* + 1. ARFF Building Rehab Project- Bids came in higher than anticipated and the project has gone through value-engineering. The project will be awarded soon. Construction will start early in 2025.
		2. Mechanical Systems Upgrade- The project has been awarded to Johnson Controls. This project also transitions CHO to natural gas. Construction is anticipated to start in the spring.
		3. Baggage Belt Replacement: The project was awarded to Oshkosh AeroTech. Construction starts in late spring.
		4. Pavement Rehabilitation Design- The preliminary design has been completed for this project.
		5. IT Projects: Part of this project is updating the telephone system. The new phone system will operate on the Teams platform. Staff will also have direct numbers. Those will be distributed when an updated phone list is available. We will also implement SharePoint with this project.
	1. Marketing & Air Service Update- Mr. Burch explained that Chris White will be taking over the Marketing department. Mr. Burch also explained we will have a CRJ 550 starting in the spring. It has 50 seats and has more space and more conveniences for passengers.
	2. Calendar of Events- Mr. Burch explained that the last page of the Commission packet is a sheet with the dates for this year’s upcoming meetings.

Mr. Burch introduced the newest commissioner, Francis Caruccio, who replaces Steven Hiss. He was welcomed by staff and other Commission members.

**Next Scheduled Meeting:**  Monday, March 10, 2025, 4:00 p.m. Location: Staybridge Suites

**Adjournment at** 4:49 p.m.